

Process For Procuring And Controlling UDOT Forms UDOT 05B-7

Effective: April 13, 1984

Revised: March 23, 1999

Purpose

To provide directives in the process of obtaining UDOT forms and to assign responsibility for the review, control and inventory of forms that originate from the Department.

Policy

It shall be the policy of the Department of Transportation to devise, inventory and print forms needed to transact Department business and services. Forms will be inventoried and dispersed from the UDOT Central Warehouse. To prevent an accumulation of inactive forms, each will be reviewed by the Office Manager/Librarian before reprinting takes place.

Procedures

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Responsibility: Potential Customers

Actions

- Procuring Forms -

1. Submits a supply requisition for form desired using the correct commodity code (use Fi-Net Inventory System).
2. If unfamiliar with the FI-Net Inventory System, contact your Inventory Accountant for your Region or Division.

Responsibility: Inventory Accountants

3. Provides commodity codes for form orders when necessary.

Responsibility: Central Warehouse Staff

4. Receives and fills form orders.

Responsibility: Central Warehouse

- Controlling Forms -

5. Forms will be inventoried and dispersed
6. Provides a copy of each form to the Office Manager/Librarian before reprinting.

Responsibility: Office Manager/Librarian

7. To prevent an accumulation of inactive forms, each copy should be reviewed and discussed with the originator before reprinting takes place.

Responsibility: Form Originator

8. Form should be scrutinized for potential changes and revised as needed.